

# SGS Tech Committee Mtg - Tuesday 4/18/23

## Meeting Open

Read AA responsibility statement: [Responsibility Statement \(PDF\)](#)

Read the 12 Statements of Technology: [12 Statements of Technology - NTW](#)

## Agenda:

- New Team Member Needs:
  - o Confirm Member Commitments (Current)
  - o Potential new member needs
- Review Tech Commitment/Platform activities and owners
  - o Mail chimp – Traditions email, Monthly Reminder (Christian)
  - o Zoom - New Zoom committee /meeting scheduling – (Peter - Christian)
  - o Ionos/email setups - Christian
  - o aasuffolkgs-ny.org web site orientation
    - Wordpress / Site Management – Peter (Events), Christian (Minutes, etc.)
    - GiveWP - Need more information on how the Tech team can support.
    - Tickera (Peter)
  - o Hybrid setup/breakdown - Confirm Tech Team for Apr 21st event.
  - o Zoom orientation
    - Zoom client updates (required)
    - Monthly Hybrid Meeting (Hybrid Setup, Break Out Rooms, Meeting Flow)
- Review hybrid meeting information
  - o **Physical Location: Emanuel Lutheran Church, 179 East Main Street, Patchogue, NY.** Can seat 125, has wifi, internet access, and has a projector we can use. Church has special screen on the wall that can receive the video image from the projector. Christian to bring a smaller screen to test.
  - o **At the church: Ken is the church's tech contact, Jimmy Davis is church elder**

## Old Business:

- **Christian, Phil, and Dan** volunteered for setup at the 3/14/23 Assembly Meeting.
  - o Christian – Zoom host
  - o Phil – Hybrid host
  - o Christian has the laptops, cameras and mics - Will demonstrate updates to tech team to laptops
- SGS Tech Team Documentation now on Google Drive

## New Business:

- Mailchimp orientation
- WordPress orientation
- Backup members for Monthly Meetings
- Ad-Hoc meeting support (hosts)

## Hybrid assembly on 4/21/23:

- Physical Tech crew: **Christian, Phill and Dan** volunteering for setup at the 4/21/23 Tech Chair meeting.
  - o Christian – Zoom host, bringing equipment
  - o Dan or Phill – Hybrid host
  - o John C – Learn setup and how to run a meeting (confirm commitment)
- General setup:
  - o Tech Team will supply the power strip
  - o Christian to provide a screen for Zoom participants
  - o Plug laptop to HDMI output to a projector, PA
  - o House mic set up next to DCMC
  - o Mic is connected to the main monitor/pa
  - o Pa/Monitor connects a line to the second monitor
  - o Pa/Monitor line connects to the projector in the leftmost jack
  - o Cables push and twist to the left
- Laptops: (Login PIN for each laptop is the: MMDDYYYY of AA's birthday)
  - o Laptop 1:
    - Account for login: suffolkstech.laptop1@aasuffolkgs-ny.org: (zoom host)
    - Muted on zoom
    - web@aasuffolkga-ny.org credential for Zoom was stored in edge, and we hosted from this laptop
    - Credentials are available on google drive. Bookmark in Chrome
  - o Laptop 2:
    - Account for Login:suffolkstech.laptop2@aasuffolkgs-ny.org: (hybrid host)
    - Not muted on zoom
    - Credentials are available on google drive. Bookmark in Chrome
    - Camera plugged in, pointed to house speaker
    - Yeti mic hooked up to it, pointed at the house monitor
    - HDMI cable hooked up to projector in top right hdmi jack for the video
    - The audio from the laptop travels hdmi to projector and audio output from projector goes to main pa
- Breakdown:
  - o Put PA and projector equipment back on the tray
  - o Christian takes SGS equipment home with him

## Running the Assembly:

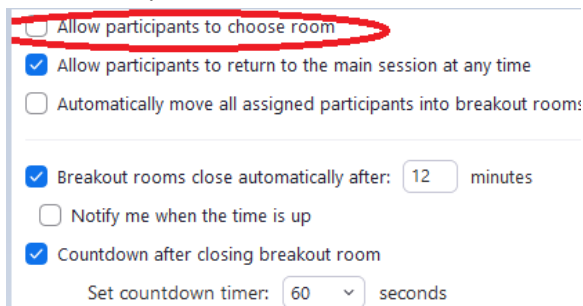
- Before the meeting:
  - o New GSR rep pre-meeting is hybrid in a small conference room, hosted by Heather C.
  - o Projector will be hooked up to one laptop with an HDMI cable to one laptop and will project whatever is on the zoom screen for the in-person people.
- During the assembly:
  - o Anyone physically present should come up to the mic to be heard on zoom
  - o DCM rooms will remain virtual and one physical in conference room of church
  - o Voting - zoom poll + physical hand raise count, run by DCMC

## Other Notes:

- Christian to Buy/bring power strip with ten outlets

## Reminder re: breakout rooms for this Friday's SGS Assembly meeting:

- Make sure option to choose room is set - Zoom settings for breakout rooms:



Allow participants to choose room

Allow participants to return to the main session at any time

Automatically move all assigned participants into breakout room:

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Breakout rooms close automatically after: 12 minutes

Notify me when the time is up

Countdown after closing breakout room

Set countdown timer: 60 seconds

## Meeting Close

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